

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: September 11, 2007

CALATERS LETTER # 07-005

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR K. ALVAREZ, Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: NEW CODE PROMOTION ANNOUNCEMENT - CalATERS MILEAGE REIMBURSEMENT RATE SOLUTION

The CalATERS version 1.0.8.11 will be promoted to the CalATERS production and training environments on September 20, 2007. The new version provides the solution to the mileage reimbursement half-cent rate issue (i.e., CalATERS will accept up to four decimal places in the mileage rate field). Employees will no longer have to apply the temporary process on mileage reimbursement claims for use of personal vehicles starting September 20, 2007.

As part of the new code promotion, users will need to accept new licensing agreements to continue using CalATERS. When users access the CalATERS sign-in screen immediately after the new code is promoted, the users must click the "Run" button to initiate the new code version of CalATERS. Users who do not accept the agreements will not be able to go beyond the CalATERS sign-in screen.

As a reminder, effective July 1, 2006, the current and future personal vehicle mileage reimbursement rate for all employees, except bargaining unit 6 represented employees, will be directly tied to the Internal Revenue Services published mileage reimbursement rate. The chart below reflects prior and current mileage reimbursement rates for the employees. The mileage reimbursement rate for bargaining unit 6 represented employees is \$0.34 per mile.

Incurred Travel Dates	Mileage Rate
Through June 30, 2006	\$0.34
July 1 – December 31, 2006	\$0.445
January 1, 2007 – Current	\$0.485

If you have any questions, please contact the CalATERS Help Desk.

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